

# CTE Skill Certificate Test Performance Documentation

**This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.**

**Course: Word Processing Basics**  
**Test Number: 260**  
**School:**  
**Instructor's Name:**

**# Students in course:**  
**# Students tested:**  
**Date:**

This is to verify that the students on the attached class roll\* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use correct keyboarding technique and improve speed and accuracy. This includes the following:
  - Eyes on copy or screen, not on keys.
  - Fingers curved and oriented to home row.
  - Correct fingers used for keystrokes on alphabet, number, and symbol keys
  - Key with smooth rhythm and quiet hands.
  - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
  - Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.
2. Use word processing software to do basic word processing functions. This includes the following:
  - follow written instructions; identify components in a word processing window; know default settings for margins, line spacing, alignment, and tabs; access features and execute commands using menus, toolbars, and the keyboard; move the insertion point and select text using the keyboard and mouse; create and save documents; open and close documents; and view and print documents.
3. Use word processing software to edit documents. This includes the following:
  - make corrections indicated by proofreaders' marks; use writing tools for spelling, thesaurus, and grammar; demonstrate various deletion methods; use Undo and Redo; use Insert and Overtyping (or Typeover); use cut, copy, and paste within a document.
4. Use word processing software to format documents. This includes the following:
  - use alignment, line spacing, and margin features; use page numbering, vertical centering, and headers and footers; change appearance of text with bold, center, underline, and changing the font face, size, and appearance; set left, right, center, decimal, and dot leader tabs and create tabulated text; format paragraphs with a left indent, a left and right indent, and a hanging indent; use widow/orphan protection and insert page breaks; insert bullets and create numbered lists; and organize information in rows and columns using the table feature.
5. Use word processing software to create business documents. This includes the following:
  - prepare a memo; prepare a business letters using block and modified block styles and open and mixed punctuation; and prepare a report with references using an acceptable format.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_

\*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.